

## **1.1 DEPARTMENT MANUAL**

The Department Manual describes the Police Department's organizational structure, sets the policy and procedures, and identifies Bureau responsibilities. The objectives, principles, policies, procedures, rules and regulations set forth in the Department Manual are guides to the actions of all Department employees. All employees of the Department are to conform to the rules and provisions described in the Department Manual. It is recognized that due to the fluid nature of police work, the Chief of Police may authorize policy and procedures outside of the guidelines set forth in the Department Manual. Those authorized changes shall be incorporated into the Department Manual once Manuals and Orders has been advised of the changes.

This Department Manual supersedes all existing manuals, orders, and other regulations, which are in conflict with the contents contained herein.

### **1.1.1 Manual Revision**

All requests for Manual Section revisions, additions, or deletions shall be submitted through the applicable Bureau Deputy Chief of the employee initiating the request. All requests shall then be forwarded to the Office of the Chief of Police. The Office of the Chief of Police shall review and determine if the request will be forwarded to the Support Bureau.

Support Bureau shall assign the project to the Training Division, which will conduct an analysis of the Manual Section and draft a Manual Insert to submit for Bureau-level and appropriate recognized employee labor organization input.

Training Division shall ensure that all Bureau Deputy Chiefs/Managers or their designees have reviewed and signed for their respective Bureaus, either concurrence or objection, relative to the subject policy and procedures. Bureau Deputy Chiefs shall comment in writing regarding any changes or concerns they may have.

All documents subject to review by the Bureau shall accompany the final draft Manual Insert submitted to Chief of Police for review and signature. Upon approval by the Chief of Police, Support Bureau will distribute a copy of the revision to the Bureaus, which will ensure appropriate assigned personnel receive a copy of the insert.

The final, signed Manual Insert shall remain in effect as policy and will be immediately integrated with the Department Manual.

### **1.1.2 Responsibility of Employees**

All employees shall be responsible for maintaining up-to-date copies of the Department Manual and other appropriate Department publications and are required to familiarize themselves with their contents.

### **1.1.3 Manual Distribution**

A copy of the Long Beach Police Department Manual shall be made available to all sworn employees. Copies shall also be available to all Divisions and to offices where repeated reference to the Department Manual is required. The Manual is also available to Police Department employees on the Intranet.

The Chief of Police shall authorize the distribution of Department publications. Upon request, the following publications shall be available to the Civil Service Department for consideration in the preparation of Police promotional examinations:

- Manual of the Long Beach Police Department
- Training Bulletins